

Approved For Release 2001/07/27 : CIA-RDP81-00078R000200020024-7
 DEPARTMENT OF COMMERCE

DEPARTMENT
 ORGANIZATION ORDER 20024-730-7A

**DEPARTMENT
 ORGANIZATION
 ORDER SERIES**

DATE OF ISSUANCE

September 1, 1970

EFFECTIVE DATE

September 2, 1970

SUBJECT

NATIONAL TECHNICAL INFORMATION SERVICE

SECTION 1. PURPOSE.

This order establishes the National Technical Information Service as a primary operating unit of the Department.

SECTION 2. ESTABLISHMENT

.01 The National Technical Information Service (the "NTIS") is hereby established as a primary operating unit of the Department. It shall be headed by a Director who shall report and be responsible to the Assistant Secretary for Science and Technology. The Director shall be assisted by a Deputy Director who shall perform the functions of the Director during the latter's absence.

.02 The Clearinghouse for Federal Scientific and Technical Information in the National Bureau of Standards is hereby abolished and its functions, funds, personnel, property, and records are transferred to the NTIS.

.03 The Assistant Secretary for Administration, in consultation with the Assistant Secretary for Science and Technology, shall determine the funds, personnel, property, and records being transferred by this order and shall arrange the effectuation of such transfers.

SECTION 3. DELEGATION OF AUTHORITY.

.01 Pursuant to the authority vested in the Secretary of Commerce by law and subject to such policies and directives as the Secretary of Commerce or the Assistant Secretary for Science and Technology may prescribe, the Director is hereby delegated the authority of the Secretary under Chapter 23 of Title 15, United States Code (which pertains to a clearinghouse for technical information), and other authorities of the Secretary for performing the functions assigned in this order.

.02 The Director may delegate his authority to any employee of the NTIS subject to such conditions in the exercise of such authority as he may prescribe.

SECTION 4. FUNCTIONS.

The NTIS shall perform the following functions:

a. As deemed necessary and desirable for making the results of technological research and development more readily available, search for, collect, classify, coordinate, integrate, record, and catalog scientific, technical and engineering information from whatever sources, foreign and domestic, that may be available;

b. Make collected information available to business and industry, to Federal agencies, to State and local governments, and to the general public, through the preparation of abstracts, digests, translations, bibliographies, indexes, and microforms and other reproductions, for distribution either directly or by utilization of business, trade, technical, and scientific publications and services;

c. As will assist operating units in the effective dissemination of business and statistical information produced by them, acquire, abstract, index, announce and, as appropriate, distribute such information to business, industry, Federal agencies, State and local governments, and the general public;

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- d. Explore and develop new means for making the results of technological research and development and business information more readily available to business, industry, Federal agencies, State and local governments, and the general public;
- e. Explore and develop with the commercial information industry of the United States ways in which that industry can contribute to the useful and efficient dissemination of information products handled by the NTIS;
- f. Provide a mechanism for the distribution of the outputs of specialized documentation centers and information analysis centers, as desired by such centers; and
- g. As necessary in the performance of the above functions, perform other functions authorized by Chapter 23 (Dissemination of Technical and Engineering Information), Title 15 of United States Code.

SECTION 5. SUPPORT SERVICES.

The National Bureau of Standards shall provide personnel, budget, finance, and other administrative support services to the NTIS, except that the Assistant Secretary for Administration, in consultation with the Assistant Secretary for Science and Technology, may approve or institute other arrangements for the provision of these services as he determines to be desirable.

SECTION 6. EFFECT ON OTHER ORDERS.

Department Organization Orders 30-2A and 30-2B (formerly DO 90-A and B) pertaining to the National Bureau of Standards and Department Organization Order 10-1 (formerly DO 177) pertaining to the Assistant Secretary for Science and Technology are hereby constructively amended to reflect the actions of this order.



Secretary of Commerce

Approved For Release 2001/07/27 : CIA-RDP81-00078R000200020024-7
 United States of America
 DEPARTMENT OF COMMERCE

DEPARTMENT
 ORGANIZATION ORDER 30-7B

**DEPARTMENT
 ORGANIZATION
 ORDER SERIES**

DATE OF ISSUANCE
 September 2, 1970

EFFECTIVE DATE
 September 2, 1970

SUBJECT

NATIONAL TECHNICAL INFORMATION SERVICE

SECTION 1. PURPOSE.

This order prescribes the organization and assignment of functions within the National Technical Information Service (NTIS).

SECTION 2. ORGANIZATION STRUCTURE.

The principal organization structure and line of authority of the National Technical Information Service shall be as depicted in the attached organization chart.

SECTION 3. OFFICE OF THE DIRECTOR.

.01 The Director, as the head of NTIS, directs and is responsible for all activities of the organization.

.02 The Deputy Director assists the Director in managing NTIS and performs the functions of the Director during his absence.

SECTION 4. OPERATIONS DIVISION.

The Operations Division shall:

- a. Acquire reports of research and development conducted by agencies of the Federal Government, State and local governments, and private organizations, as appropriate;
- b. Acquire business and statistical information produced by operating units of the Department, as will assist the units in the effective dissemination of such information;
- c. Abstract, index, and announce the availability of the information within its holdings; and
- d. Reproduce as necessary, and sell or lease for an appropriate fee the NTIS collection of reports, microforms, computer tapes, and other media for stored information as may be necessary to increase the availability of information to business and industry, to Federal agencies, to State and local governments, and the general public.

SECTION 5. DEVELOPMENT DIVISION.

The Development Division shall:

- a. Conduct user studies and research and analysis to determine how information can be made most available and valuable to the users of the services of NTIS;
- b. Design information packages and general and specialized services to optimize the utility of the NTIS to its communities of users;
- c. Study the activities of the Operations Division and design improvements to increase effectiveness and efficiency; and
- d. Maintain relationships with other developing national and international information systems and plan procedures to integrate activities of NTIS most effectively with such systems.

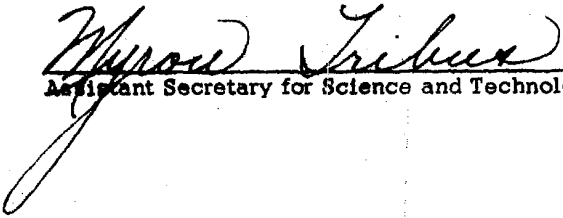
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SECTION 6. ADMINISTRATIVE MANAGEMENT DIVISION.

The Administrative Management Division shall:

- a. Plan and coordinate budget and fiscal programs, including the internal allocations and control of funds; and collaborate with the Budget Division of the National Bureau of Standards in preparing official budget estimates for NTIS;
- b. Represent NTIS in relations with the National Bureau of Standards as relates to provision of administrative support by the latter to NTIS, and carry out such actions within NTIS as will facilitate the rendering of such services;
- c. Prepare production reports on operations of NTIS and conduct cost and production analyses for use in making program decisions and in setting charges for various services;
- d. Participate in the negotiation of interagency working agreements on services to be rendered by NTIS for such agencies; and
- e. Provide common administrative services required which are not to be provided by the National Bureau of Standards.


Assistant Secretary for Science and Technology

Approved:


Assistant Secretary for Administration

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U. S. DEPARTMENT OF COMMERCE
National Technical Information Service

